

2024-2025 Ada Business Improvement Grant (BIG) Program Description, Criteria, and Process

PROGRAM OVERVIEW

The Ada Business Improvement Grant is designed to support Ada's Main Street and downtown businesses, enhance the historic character of Ada's central corridors, and encourage new investment in our community.

Established in 2018 through a partnership between Ada Main Street, the Ada Jobs Foundation, and the City of Ada, the grant is funded through the City of Ada's Proposition 2- a ¼ cent sales tax dedicated to economic development. This grant goes beyond a typical façade grant by focusing on structural projects throughout a Main Street district building, including lighting, HVAC, plumbing, and accessibility improvements.

Since 2019, over 75 projects have been completed through this program, resulting in over \$775,000 in total investment and impacting more than 54 businesses. This program has generated substantial public and private investment in Ada's downtown and Main Street, ensuring that Ada's oldest commercial areas remain viable and vibrant places to do business.

2024-2025 BIG COMMITTEE

The Ada Business Improvement Grant will be managed by a committee representing various stakeholders in this process:

1. Amy Kaiser, Ada Jobs Foundation Board Member and BIG Committee Chair, 2024-2025
2. Lakelynn Green, Ada Main Street
3. Peggy Saunkeah, Ada Jobs Foundation
4. Todd Moon, Small Business Owner
5. Joe Dougherty, Ada Main Street Board Member
6. Randy McFarlin, Ada City Council Member
7. Amy Childers Elliott, Ada Main Street Board Member
8. Daniel Castaneda, Ada Jobs Foundation
9. Staci Bungard, City of Ada

B.I.G. PROGRAM CRITERIA:

1. **SUBMISSION PERIODS:** Grants shall be accepted during open submission periods advertised by the BIG Program committee. The committee shall establish at least two grant submission periods within the fiscal year. Entities submitting grants not approved during an open submission period will be encouraged to re-submit in a future round.
2. **APPROVAL PROCESS:** All Projects are subject to approval by the Ada Business Improvement Grant Committee and the Ada Main Street Board of Directors.
3. **TENANT APPLICATIONS:** Tenants must obtain explicit approval from the property owner for the proposed use of funds to apply for the grant. The signed agreement must be signed by the legal owner of the property, authorizing the application.
4. **GEOGRAPHIC PRIORITY:** Priority is given to projects located within the boundaries specified in the attached map. Project applications from outside of this geographic area will be subject to approval by the Business Improvement Grant Committee.
5. **FUNDING PERIOD:** Grants shall be approved for projects between July 1st, 2024, and ending on June 30th, 2025.
6. **SMALL GRANTS:** Small grants will match up to 50% of the pre-approved project's cost, not to exceed \$5,000 in total grant funding.
7. **MEGA GRANTS:** Mega grants will provide grantees with \$10,000 in reimbursable funding. Projects must have total costs of at least \$20,000 to be considered.

8. **MULTIPLE SMALL GRANTS:** Multiple small grant applications may be submitted and awarded for an individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) during this period, provided the total award amount does not exceed the \$5,000 limit.
9. **SINGLE MEGA GRANT:** A single Mega Grant project may be submitted during a BIG funding cycle. Only one Mega Grant may be awarded for an individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) during the designated fiscal year.
10. **GRANT LIMITS:** Individual parcels are limited to one Mega Grant and multiple Small Grant projects that together do not exceed the reimbursement limit of \$5,000. The total eligible project reimbursement for each parcel of real property cannot exceed \$15,000 during the grant fiscal year.
11. **DOCUMENTATION REQUIREMENTS:** All projects will require documentation of payment before inspections can be conducted.
12. **LEGAL CONSISTENCY:** All W-9 forms, legal documents, and IRS forms must match, including names, LLCs, etc.
13. **NON-TRANSFERABILITY OF GRANT AWARDS:** Grant applications and awards are non-transferable and will be forfeited if the property is sold or ownership is transferred during the award period

SMALL GRANT CRITERIA

- Small Grant projects will be matched for up to 50% of the pre-approved project's cost, not to exceed \$5,000 in total grant funding.
- Each individual parcel of real property (as defined by official Pontotoc County property records with an assigned, county parcel number) is eligible for up to \$5,000 in total Small Grant awards during the July through June fiscal year. Multiple small grant applications may be submitted and awarded for a parcel during this period, provided the total Small Grant award amount does not exceed the \$5,000 limit.
- Grant proposals must include a written scope of work detailing the proposed project. Proposals are encouraged to include bids, quotes, and other documents to support the cost of the work or products being used.
- All exterior projects are encouraged to maintain or improve the historic character of the building or structures on the property. Historic character guidelines shall be provided upon request by Ada Main Street.
- Projects eligible for Small Grants include, but are not limited to:
 - Exterior Paint that meets the Main Street Oklahoma color pallet or as approved by the BIG Committee(excluding unpainted brick facades).
 - Exterior preparation work for murals.
 - Window replacements or improvements that enhance or maintain the historic character of the building.
 - Brick, mortar, or pointing repair.
 - New or repaired awnings that enhance or match the historic character of the building.
 - New or refurbished signage.
 - New or refurbished exterior lighting.
 - New or refurbished exterior doors.
 - Improvements to Americans with Disabilities Act (A.D.A.) accessible entrances.
 - Exterior stair handrails.
 - Electrical work.

- Plumbing work.
- HVAC work.
- Interior floor installation, removal or refurbishment that enhances or maintains the historic character of the building.
- Improvements to interior ceilings that enhance or maintain the historic character of the building.
- Interior lighting that is “hard-wired” and has a fixed mounting point.
- Interior “permanent” structural elements such as counter tops, bars, stage platforms, and doors.
- Interior fire suppression systems and sprinklers.
- Multi-story fire-escape structures.
- A.D.A.-compliant improvements to bathrooms or interior bathroom access.
- Trash can and dumpster screening.
- New or improved fencing on the property.
- Removal of non-historic elements to a building.
- Improvements to rear or side entrances to a building that facilitate public use or access, including doorways, lighting, paved surfaces, stairs or ramps, handrails, or structural improvements made to the interior of the entrance corridor.
- Properties that are exclusively residential are not eligible for improvements. Mixed- use buildings with residential areas are exempt from this restriction and may participate in the program. Properties that restore, reopen, renovate, or improve downtown living will receive additional scoring points. Downtown living is a priority of the BIG Committee.
- Grant proposals submitted up to a week before the application period submission deadline are eligible for technical review. Applicants who submit applications during the technical review period will be given the opportunity to provide necessary clarification up to the final application due date.
- Grant proposals will be evaluated as presented at the application period deadline date. Incomplete applications will be scored as presented.
- Applicants are encouraged to incorporate feedback and resubmit their application in the next open grant round for projects that were not chosen for funding.

SMALL GRANT AWARDED PROJECT PROCESS OUTLINE

1. Grantees must allow members of the BIG Committee scheduled access to photograph the project.
2. Each project shall require a signed agreement with the Ada Jobs Foundation before any work begins. This agreement shall reference the project scope of work.
3. Projects must be completed within 6 months of the date of the signed agreement. All projects must submit an update within 90 days after signing the agreement.
4. Delays, changes in the previously approved scope of work, and missed progress reports could result in the loss of reimbursement funding. All changes must be communicated in writing and approved by the BIG Committee.
5. Grantee must submit receipts with documentation of payment for review by the BIG Committee upon completion of the approved project scope of work. This is a reimbursement grant, and no funds from the grant will be released without documentation of payment from the grantee.
6. Once project receipts are reviewed and compared to the scope detailed in the contract documents, a final BIG Committee inspection will be scheduled.
7. Once signed off as complete by the BIG Committee, a request for reimbursement will be submitted to Ada Jobs Foundation.

8. All payment for completed projects are subject to the approval of the Ada Jobs Foundation. Within 30 days of approval, payment will be issued for the approved grant amount.
9. Completed projects will be asked to display an Ada Business Improvement Grant branded sticker for at least one year from the award of grant funds.

MEGA GRANT CRITERIA

- The Mega Grant is designed to encourage permanent structure renovation, historic renovation, and revitalization. Mega projects must exceed \$20,000 in total expenditure and must be completed within one year of contract signing.
- Funded Mega Grant projects will be awarded a total of \$10,000.00 in grant funds. The Mega Grant can be awarded in addition to funded S Grant projects, but the total grant amount per individual parcel of real property cannot exceed \$15,000 per fiscal year.
- Grant proposals must include a written scope of work detailing all work being done on the proposed project. Proposals should include bids, quotes, and other supporting documents to justify the cost of the work or products being used.
- An emphasis on **new business development and downtown living** will be applied to each project. A matrix and rubric will provide additional points for these areas. Businesses offering services that support downtown living will also receive **additional** points. Examples of support businesses, based on City of Ada AD-1 Zoning Ordinances, include:
 - Beauty Salons and Barber Shops
 - Book and Stationary Stores
 - Clothing, Apparel, and Shoe Stores
 - Dry Cleaners and Tailors
 - Day Cares
 - Grocery Stores (less than 2500 sq feet) and Specialty Food Markets (examples: candy stores, meat markets, cheese mongers)
 - Hardware Stores (less than 2500 sq feet)
 - Interior Decorating Stores
 - Offices for doctors, dentists, psychologists, chiropractors, veterinarians, lawyers, engineers, insurance agent, architects, financial advisors, stock and bond brokers, educators, counselors, and other similar office uses
 - Office Supply Stores (less than 2500 sq feet)
 - Physical fitness facilities, Gymnasiums, and Studios
 - Restaurants, Cafes, Delicatessens, and Coffee Shops
 - Theaters
 - Other uses considered upon BIG Committee review during the technical grant review period before each submission period deadline.
- Applications must quantify the impact in these areas to receive points and funding.
- Grants shall be accepted during open submission periods advertised by the BIG Program committee. The committee shall establish at least two grant submission periods. Any entities submitting grants not approved during this open submission period will be encouraged to re-submit in a future open submission round.
- Grant proposals submitted up to a week prior to the application period submission deadline are eligible for technical review. Applicants who submit applications during the technical review period will be given the opportunity to provide necessary clarification up to the final application due date.
- Grant proposals will be evaluated as presented at the application period deadline date. Incomplete applications will be scored as presented.

- Applicants are encouraged to incorporate feedback and resubmit their application at the next open grant round for projects that were not chosen for funding.

FUNDED MEGA GRANT AWARDED PROJECT PROCESS OUTLINE

1. Grantees must allow members of the BIG Committee scheduled access to photograph the project.
2. Each project shall require a signed agreement with the Ada Jobs Foundation before any work begins. This agreement shall reference the project scope of work.
3. Projects must be completed within 1 year of the date of the signed agreement. Awarded Mega Grant projects are required to submit quarterly written progress reports and facilitate semi-annual on-site inspections of the projects. Grantees are responsible for providing all reports and for scheduling inspections with the Ada Jobs Foundation.
4. Delays, changes in previously approved scope of work, and missed progress reports could result in the loss of reimbursement funding. All changes must be communicated in writing and approved by the BIG Committee.
5. Grantee must submit receipts with documentation of payment for review by the BIG Committee upon completion of the approved project scope of work. This is a reimbursement grant, and no funds from the grant will be released without documentation of payment from the grantee.
6. Once project receipts are reviewed and compared to the scope detailed in the contract documents, a final BIG Committee inspection will be scheduled.
7. Once signed off as complete by the BIG Committee, a request for reimbursement will be submitted to Ada Jobs Foundation.
8. All payment for completed projects is subject to the approval of the Ada Jobs Foundation.
9. Within 30 days of approval by the Ada Jobs Foundation, payment will be issued for the approved grant amount.
10. Completed projects will be asked to display an Ada Business Improvement Grant branded sticker for a period of at least one year from the award of grant funds.



Ada Main Street Business Improvement Grant Application

Contact Name _____

Property Address _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Is the property currently for sale or will it be on the market soon? YES NO

Briefly summarize the planned work to the building:

Please detail a scope of work for the project (this may be attached):

Please attach any construction bid quotes or material cost estimates (supporting documents may also be attached):

Please attach any visual renderings or sketches of the completed version of the proposed project.

Estimated Cost of Improvements \$ _____ Grant Amount Requested \$ _____

I have read and understood the program rules. I understand that I am responsible for the improvements described herein. I understand that Ada Main Street must approve improvements prior to work starting and that I must submit paid receipts before grant funds are issued.

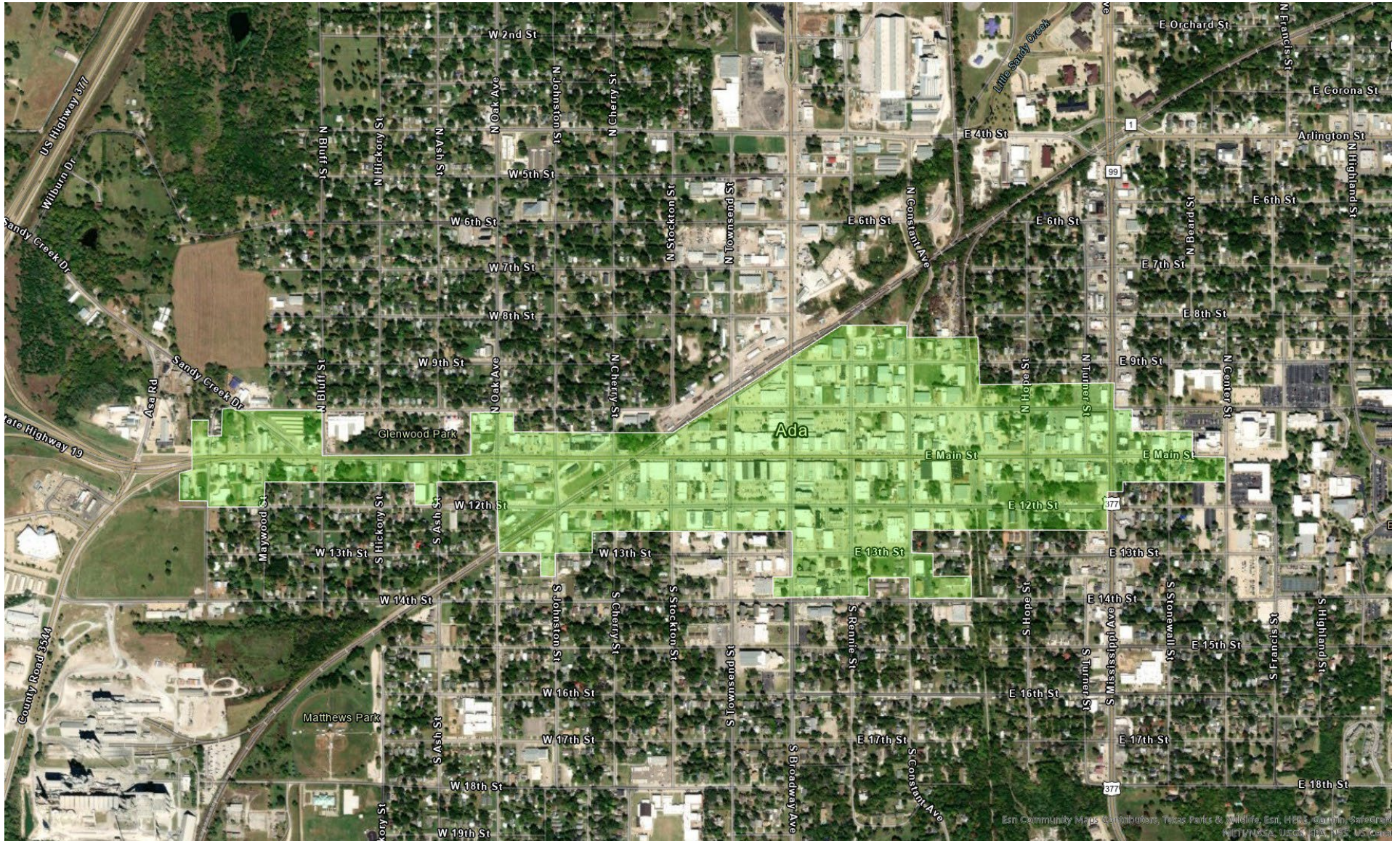
Signature _____

Mail or email your completed application to the following address:

Ada Main Street
PO Box 205
Ada, OK 74821

mainstreetada@gmail.com

ADA B.I.G. GRANT AREA



 B.I.G. Grant Boundary

